



METROPOLITAN
TRANSPORTATION
COMMISSION

Joseph P. Bort MetroCenter
101 Eighth Street • Oakland, California 94607-4700
TEL. 510.817.5818 • TDD/TTY 510.817.5769
E-MAIL jobhotline@mtc.ca.gov

Application for Employment

(Please type or print all information.)

Title of position applied for: Date available to begin work:

Personal Data

Name: Social Security Number:

Last

First

Middle

Address:
Street City State Zip code

Home phone: Message phone: Work phone:
(Area code) (Area code) (Area code)

List other names you have used in your educational or work history:

After an offer of employment, can you submit verification of your legal right to work in the United States? ☐ Yes ☐ No

If "no," please explain
.....

Are you 18 years of age or older? ☐ Yes ☐ No Do you have a valid driver's license? ☐ Yes ☐ No

Driver's license no. State..... Expiration date.....

Have you ever been convicted of a felony? ☐ Yes ☐ No

If "yes," please explain.....
(Such a conviction does not automatically bar you from being considered for employment.)

Education

High School and location

Did you graduate? ☐ Yes ☐ No If "no," do you have a GED? ☐ Yes ☐ No

Names and Locations of Colleges/Universities

Dates Attended

Study/Major

Degree

Special Skills

Summarize any special skills, training, study or research relevant to position applied for

List relevant licenses, certificates and/or professional memberships.....

Experience

List all previous positions held in the last ten years, starting with your most recent employment first, including U.S. military service. You may also list any non-paid volunteer work related to the position for which you are applying. Resumés are encouraged.

From: To: Employer:

Address:.....
Street City State Zip code Tel.: (Area code)

Title of position: No. of employees supervised: Hourly rate/salary:

Primary duties:

Name of supervisor/person with knowledge of your work:..... Reason for leaving:.....

From: To: Employer:
Address: Tel.:
Street City State Zip code (Area code)
Title of position: No. of employees supervised: Hourly rate/salary:
Primary duties:
Name of supervisor/person with knowledge of your work: Reason for leaving:

From: To: Employer:
Address: Tel.:
Street City State Zip code (Area code)
Title of position: No. of employees supervised: Hourly rate/salary:
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Address: Tel.:
Street City State Zip code (Area code)
Title of position: No. of employees supervised: Hourly rate/salary:
Primary duties:
Name of supervisor/person with knowledge of your work: Reason for leaving:

Professional References

List below three individuals (do not include relatives) you have known for at least one year who may be contacted about your qualifications for the position that you are applying for. These individuals should be familiar with either your academic or professional achievements.

Name	Telephone Number	Years Known
	(Area code)	
	(Area code)	
	(Area code)	

Applicant’s Certification and Agreement (Please read before signing.)

I hereby certify that the above information is correct and true to the best of my knowledge, I understand and agree that any misrepresentation or omission of facts in this application or any other forms or documents which I provide in connection with this application will be sufficient cause for cancellation of this application and/or separation from employment if I have been employed.

In addition to the professional references listed above, I hereby authorize all officials of schools I attended and my former employers and supervisors listed in this application to provide information to MTC, if MTC wishes to verify my education records, previous work record and conduct when evaluating this employment application.

May we contact your present employer? ☐ Yes ☐ No

Date:..... Signature of Applicant (in ink)

The Metropolitan Transportation Commission is an Equal Opportunity Employer

METROPOLITAN TRANSPORTATION COMMISSION (MTC)
An Equal Employment Opportunity Employer
VOLUNTARY SELF-IDENTIFICATION RECORD

The completion of this questionnaire is voluntary. Its purpose is to assist the Metropolitan Transportation Commission (MTC) in collecting information for research and statistical purposes as required by State and Federal agencies. This form should be returned with your application. It will be detached from your application and kept separate and confidential.

NAME _____ SEX ☐ Male ☐ Female

TITLE OF POSITION APPLIED FOR _____ AGE _____

ETHNIC ORIGIN

- ☐ White (Not of Hispanic origin)
☐ Black (Persons having origins in any of the Black racial groups of Africa, not of Hispanic origin)
☐ Hispanic (Persons of Mexican, Cuban, Central or South American, or other Spanish origin, regardless of race)
☐ Asian/Pacific (Persons whose origins are from India, Pakistan, Bangladesh Japan, China, Taiwan, Korea, Vietnam, Laos, Islander Cambodia, the Philippines, Samoa, Guam, the U.S. Trust Territories of the Pacific, and the Northern Marianas)
☐ Native American (Persons who are American Indian, Eskimo, Aleut, or Native Hawaiian)
☐ Other If none of the above describes your ethnic background or national origin, and this category is checked, indicate specific ethnicity, or national origin _____

HOW DID YOU LEARN OF THIS OPENING?

Newspaper

Oakland Tribune	San Jose Mercury
San Francisco Chronicle/Examiner	Daily Californian
Oakland Post	(Hayward) Daily Review
El Mundo	Tri-Valley Herald
Nichi Bei Times	Other (specify)

Job Announcement

Community Organization (Name)
Professional Organization (Name)
Public/Government Agency (Name)
College/University (Name)
MTC Employee (Name)
Internet (Site)
Other (specify)

MILITARY SERVICE Branch of Service _____ Last Rank Held _____
Inclusive Dates of Service _____ Date of Discharge _____

Are you a Vietnam era veteran who served on active duty for more than 180 days during the Vietnam era (1962 - 1974)? ☐ Yes ☐ No

If you want this Agency to consider any special arrangements to accommodate a physical or mental disability, identify or suggest the type of accommodation that you believe would be appropriate _____

MTC IS AN EEO/AA EMPLOYER

The Metropolitan Transportation Commission is an equal opportunity employer. MTC provides employment opportunities to individuals regardless of race, color, religion, sex, age, national origin, physical or mental disability, or marital status. This policy is implemented through an ongoing Affirmative Action Program.

Signature _____ DATE _____